

STATE OF NEBRASKA



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MILITARY DEPARTMENT
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JFHQ-ARNG-CSM

31 December 2007

MEMORANDUM FOR RECORD

SUBJECT: Command Sergeant Major (CSM) Position Vacancy Fill
Procedures - Implementing Draft

1. With the Enlisted Promotion System (EPS) changes pending from National Guard Bureau (NGB), the Nebraska Army National Guard (NEARNG) will adopt the following procedures for filling all Command Sergeant Major vacancies, effective 1 January 2008.

2. Procedures. Chapter 4, NGR 600-200 addresses personnel utilization. Changes of duty assignments for current CSMs will be addressed prior to implementing the procedures that follow.

a. When a position vacancy is identified, with the concurrence of the first Commander and Command Sergeant Major in the chain of command, a request for vacancy fill will be forwarded through the chain of command to the State Command Sergeant Major. See enclosure 1 for the format.

b. The State Command Sergeant Major will coordinate with the Enlisted Promotion Section of DPA (DPA-EPS) for a listing of eligible and available E8 and E9 Soldiers. The State CSM will coordinate the vacancy announcement (enclosure 2) with DPA-EPS which will be sent thru command channels to all units with eligible Soldiers. Eligibility is established in Chapter 9, NGR 600-200. The vacancy announcement will remain open for a minimum of 15 days.

c. All eligible and available Soldiers who are interested in the position will submit their application packet as prescribed in Chapter 9 NGR 600-200, the current NGB CSM Selection Board policy memorandum, and the current NEARNG guidance memorandum. Packets will be submitted to DPA-EPS no later than close of business as indicated on the vacancy announcement. A copy of the application checklist is provided at enclosure 3. DPA-EPS will assemble any additional documentation required for the interview board.

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d. DPA-EPS will screen all packets for eligibility and forward them to the commander that is responsible for conducting the interview board. Prior to forwarding the packets, the organizational commander can request a nomination selection panel meet, to identify the five (5) "Best Qualified" applicants for interviews. DPA-EPS will coordinate with the State CSM for convening a nomination selection panel. Nomination selection panels will not be authorized if there are 5 or less applicants.

(1) The interview board composition is addressed in enclosure 4. The board will consist of senior leadership representation from the organizational headquarters. Higher headquarters participation is encouraged but not required.

(2) Interview boards will schedule interviews for all eligible applicants who's packets were forwarded to the commander.

e. The interview board is an appearance board, and will conduct interviews with all eligible applicants and forward their selection nomination results through the chain of command to the State CSM. Telephonic interviews may be authorized for deployed Soldiers. The selection nomination will be in the form of an Order of Merit List (OML), with justification for nomination (see enclosure 5). All command levels must endorse the selection nomination OML.

f. The MILPO and State CSM will review and confirm the nomination packet. Upon confirmation, the MILPO/State CSM will notify the interview board president to make notifications of the results.

g. The interview board president will designate a notifying official ,who was a member of the interview board, to notify the approved selection and solicit his/her acceptance. Upon acceptance, the notifying official will notify all other applicants of their non-selection.

h. Should the number one selection decline, they will be advised of their removal from the Command Sergeant Major eligibility roster for the remainder of the Enlisted Promotion System cycle. The notifying official will then work his/her way down the OML until an applicant accepts the position.

i. Upon acceptance by an applicant, the notifying official will inform all other interview board members of the notification results. The interview board president, or his/her designated representative will notify the chain of command, to include the MILPO and State CSM.

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j. The State CSM will notify DPA-EPS of the acceptance, and any Command Sergeant Major eligibility removals (if applicable).

k. The chain of command will submit all required requests for orders, and training requests through appropriate channels.

3. Linkage to the Enlisted Promotion System (EPS). The State CSM Assignment Consideration Board will establish the selection objective of eligible E8 and E9 Soldiers. The published CSM List will serve as the source for eligible applicants. Assignment to a CSM position will be contingent upon approval for CSM assignment by the NGB Selection Board and enrollment in or graduation from the U.S. Army Sergeants Major Academy.

4. Mobilized NCO and Wounded Warrior considerations.

a. Mobilized NCOs will receive equal opportunity to apply for Command Sergeant Major positions. If unit OPTEMPO creates a situation where an eligible and available applicant cannot meet the closing date requirements of the announcement, the unit commander may submit a statement to that affect to the State CSM. The State CSM may authorize an extension of the announcement for the mobilized NCO.

b. Wounded Warriors will receive equal opportunity to apply for Command Sergeant Major positions. If geographical or administrative restraints create a situation where an eligible and available applicant cannot meet the closing date requirements of the announcement, the NCO may submit a statement to that affect to the State CSM. The State CSM may authorize an extension of the announcement for the mobilized NCO. Final medical fitness determination will be required prior to assignment and/or promotion.

5. Full Time Support (FTS) soldiers (AGR and Military Technicians) may be assigned to Command Sergeant Major positions only following the procedures in this memorandum in concert with AR 135-18, NGR 600-25 and the NEARNG Command Leadership Assignment policies. The State CSM will ensure there is an equitable balance of FTS and Traditional Soldiers assigned to Command Sergeant Major positions.

6. Authority/References.

a. NGB-ARH Policy Memo #06-053 dated 27 Sep 06 SUBJECT: Army National Guard Enlisted Personnel Management (NGR 600-200) Implementing Draft (Chapters 4 and 9).

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b. AR 600-8-19 Enlisted Promotions and Reductions, Chapter 7, dated 11 Jul 07.

c. Current NGB-ARH Policy Memo SUBJECT: Army National Guard (ARNG) Command Sergeant Major (CSM) Selection Board

d. Current JFHQ-ARNG-CSM memo SUBJECT: Nebraska Army National Guard (NEARNG) Command Sergeant Major Nomination Procedures

7. POC is the undersigned @ 402-309-7111 richard.burch@us.army.mil

BURCH.RICHARD.JOSEPH.1147687121

5 Encls

1. Advertisement Request
2. Vacancy Announcement
3. Application Packet Checklist
4. Interview Board Composition
5. OML Justification

RICHARD J. BURCH

CSM, NEARNG

State Command Sergeant Major

DISTRIBUTION:

HQ 92d Trp Cmd

HQ 67th BfSB

HQ 209th RTI

HHD, JFHQ-NE

Recruiting & Retention Cmd

Enclosure 1 (Advertisement Request) to JFHQ-ARNG-CSM Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major (CSM) Position Vacancy Fill Procedures - Implementing Draft

Unit Letterhead

Office Symbol

(Date)

MEMORANDUM THRU

O5 CMD HQ, ADDRESS, CITY, STATE ZIP

O6 CMD HQ, ADDRESS, CITY, STATE ZIP

FOR JFHQ-NE, ATTN: State Command Sergeant Major, 1300 Military Road, Lincoln, NE 68508

SUBJECT: Advertisement Request for Command Sergeant Major Vacancy

1. I request a vacancy announcement for the following Command Sergeant Major position. I **do/do not** request a selection nomination panel to provide the best five (5) applicant packets.

- a. Unit: _____
- b. Location: _____
- c. Announcement Period Requested: ____ days (15 minimum)
- d. MOSs to be considered: _____
- e. Aptitude Area Score Requirements (List all that apply):
(MOS) (Aptitude Area) (Score Required)
- f. Security Clearance Requirement: _____
- g. Other specific requirements: (omit if not applicable)

2. Additional information.

- a. Unit Commander: _____
- b. Daytime Phone: (____)____-____
- c. Evening Phone: (____)____-____
- d. FTS POC: _____
- e. FTS POC Phone: (____)____-____

Commander's Signature
Signature Block

Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major (CSM) Position Vacancy Fill Procedures - Implementing Draft

2-1. The State CSM will approve all announcements before distribution.

2-2. The next two pages illustrate the information that will be transmitted via the Vacancy Announcement.

2-3. The vacancy announcement will be transmitted electronically to the following FTS staff.

- a. MSC AOs
- b. MSC Admin Officer
- c. MSC Sr Admin NCO
- d. BN AOs
- e. BN Admin Officers
- f. BN Sr Admin NCO
- g. JFHQ Readiness NCO
- h. JFHQ Admin NCO
- i. RRC Operations SGM
- j. RRC Operations NCO

k. All other Separate Units not supported by an O6 Command Level Staff

2-4. FTS Staff are responsible for ensuring all eligible personnel receive a copy of the announcement within 48 hours of receipt. A roster of eligible NCOs will be transmitted with the announcement.

2-5. FTS Staff will report transmittal of announcement to the State CSM. By name accountability is required on this report.

Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major (CSM) Position Vacancy Fill Procedures - Implementing Draft

**NEBRASKA ARMY NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
1234 MILITARY ROAD
LINCOLN, NEBRASKA 68508**

COMMAND SERGEANT MAJOR VACANCY ANNOUNCEMENT

Announcement Number: (PRN-###) **Closing Date:** (Must allow 15 days minimum)

Position Title & Unit: Command Sergeant Major **Location:** (City in which vacancy existst)
- (-----Unit Designation-----)

Military Grade Range: Minimum MSG/1SG (E8) Maximum SGM/CSM (E9)

Military Requirements: Designated CPMOS(s) for this position is/are [REDACTED]. Applicants must possess a [REDACTED] aptitude score in area [REDACTED], Security Clearance of [REDACTED] and meet the physical demand requirements of DA Pam 611-21. Selected individual must complete the U.S. Army Sergeant Major's Course. Selection by the NGB CSM Board is required prior to assignment to a CSM position. Enrollment in the U.S. Army Sergeants Major Course is required prior to assignment to and promotion in a CSM position.

Area of Consideration: All eligible and available members of the Nebraska Army National Guard, in the grade of E8 or E9 holding a current standing on the Enlisted Promotion List.

Under the direction of the State CSM, qualified applicants will be referred for interviews.

General Requirements:

1. Currently assigned E8 or E9 NCOs of the Nebraska Army National Guard
2. Graduate of Advanced NCO Course and eligible for enrollment in the U.S. Army Sergeants Major Crse
3. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
4. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: The CSM is the senior enlisted trainer and spokesperson that enforces established policies and standards for enlisted soldiers pertaining to performance, care, conduct, appearance, effective personnel utilization and management and training; and ensures that subordinate NCOs do the same. Duties for MOS 00Z are:

- (1) Provides advice and makes recommendations to the commander and staff on all matters pertaining to enlisted soldiers and their families.
- (2) Accompanies the commander on inspections, visits and ceremonies.
- (3) Assists in inspection of command activities, facilities and personnel as prescribed by the commander.
- (4) Ensures adherence to command policies.
- (5) Holds first sergeants' or sergeants' major call to announce information and instruction.
- (6) Ensures that newly assigned enlisted personnel are instructed in military courtesy, customs of the service and command regulations or policies.
- (7) Responsible for monitoring training or conducts training of enlisted soldiers. Assesses training at all levels and provides feedback to appropriate commanders and leaders.
- (8) Provides counsel and guidance to NCOs and other enlisted soldiers of the command.
- (9) Responsible for and provides guidance on Non-Commissioned Officer Education System (NCOES) and Non-Commissioned Officer Development Program (NCODP).

Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major (CSM) Position Vacancy Fill Procedures – Implementing Draft

- (10) Inspects duties performed by subordinate NCOs.
- (11) Notes discrepancies and initiates appropriate corrective action.
- (12) Assists in reception of visitors to the command.
- (13) Serves as president or member of command promotion board or removal board for NCOs, as authorized by regulations.
- (14) Sits as chairperson or member of a command's "Military Member of the Quarter/Year" competition for enlisted soldiers or NCOs, as directed by local regulations.
- (15) Responsible for quality, control and training of noncommissioned officer evaluation reports (NCOER) while ensuring timely submissions. Reviews evaluation reports to determine compliance with policies and procedures and recommends corrective actions on deficiencies to commanders, other leaders and rating officials.
- (16) Performs other duties prescribed by the commander.
- (17) Assists in the professional development of junior and company grade officer.
- (18) Assist the commander with Unit Strength Maintenance
 - (a) Execute the unit strength management plan.
 - (b) Ensure 100% of all required retention interviews take place in a timely manner.
 - (c) Ensure an effective sponsorship program is implemented and maintained.
 - (d) Keep all soldiers informed on the unit's plans and programs.
 - (e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.
 - (f) Advise their commander on actions and issues that affect strength maintenance.
 - (g) Develop, implement and maintain a program to contact soldiers in the ING with the purpose of eventually bringing them back to an active status.
 - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 - (i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.
 - (j) Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Other Unit Unique Considerations/Requirements:

Application Instructions:

Apply by submitting a completed packet in accordance with Chapter 9 NGR600-200 and the current NGB CSM Board guidance, and JFHQ-ARNG-CSM memorandum dated 31 December 2007, SUBJECT: Command Sergeant Major Position Vacancy Fill Procedures – Implementing Draft

Applications may be submitted by e-mail, facsimile, postal mail, or hand-delivered to the DPA-EPS no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

E-mail may be sent to Michael.flynn1@us.army.mil with a subject line of "Command Sergeant Major Application". Electronic applications or attachments must be in Microsoft Word, Acrobat Reader, or plain text format. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered.

The DPA-EPS is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-7324

Enclosure 3 (Application Packet Checklist) to JFHQ-ARNG-CSM
 Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major
 (CSM) Position Vacancy Fill Procedures - Implementing Draft

ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

	Yes	NA
iPERMS review. (Internet Explorer Address: https://statepermsompf.hoffman.army.mil/rms/login.jsp)	___	Date _____
Bio Sketch (NGR 600-200, Figure 9-3)	___	
Nominating memorandum.	___	
This checklist	___	
DA Form 2-1 or ERB (single pages, certified)(No "true copies" accepted.	___	
SIDPERS Data Sheet (PQR) (8 1/2" x 11" copy)	___	
Last Three Years of DA Forms 705 (include DA Form 3349 if applicable)	___	
DA Forms 5500/5501 if exceeds Screening Table Weight (within 6 months)	___	___
Nominee's Letter to the President of the Board (if applicable)	___	___
Verification of USASMA application to NGB-ART for Soldiers not enrolled (Not for DA Board Review)	___	___
For NCOs currently Enrolled: Class number and Module Completed. #	___	Mod ___

Instructions: Nominees will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception of the DA Form 5500/5501 and Letter to the President of the Board.

 Nominee signature and date

 Personnel Sergeant Signature and date

(Nominee Checklist in NGR 600-200, Figure 9-2 is obsolete)

Enclosure 4 (Interview Board Composition) to JFHQ-ARNG-CSM
Memorandum dated 31 Dec 07, SUBJECT: Command Sergeant Major
(CSM) Position Vacancy Fill Procedures - Implementing Draft

4-1. Composition. The board comprises at least two officers and a CSM as voting members, and a recorder without vote. The NEARNG will appoint alternates and replace members as needed. All members of the board must be senior in grade to the applicants. Date of Rank may be used to establish seniority.

a. The President is the organizational commander.

b. The second officer is designated by the organization commander. Higher headquarters participation on the board is recommended, but not required.

c. The CSM in the higher headquarters of the unit.

d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered.

(1) Every effort should be made to ensure that all boards are composed of members that reflect the demographics of the soldiers being considered.

(2) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

e. The recorder attends to the board, and prepares correspondence for forwarding at the conclusion of the board.

4-2. Deviations to the prescribed board composition guidelines must be approved by the Directorate of Personnel Administration prior to the board convening.

Enclosure 5 (OML Justification) to JFHQ-ARNG-CSM Memorandum
dated 31 Dec 07, SUBJECT: Command Sergeant Major (CSM) Position
Vacancy Fill Procedures - Implementing Draft

Unit Letterhead

Office Symbol

(Date)

MEMORANDUM FOR Directorate of Personnel Administration, ATTN:
DPA-EPS, 1234 Military Road, Lincoln, NE 68508

SUBJECT: Order of Merit List for Command Sergeant Major Vacancy
(____-____)

1. The Command Sergeant Major interview board was conducted on _____, with (RANK, NAME, SSN) being select for assignment to the vacant Command Sergeant Major position in (UNIT DESIGNATION, CITY, STATE). His/her selection was based on the following reasons/qualifications.

- a.
- b.
- c.

2. The interview board consisted of the following members.

President: _____

Board Member: _____

Board Member: _____

Recorder: _____

3. The Order of Merit List for the position fill is as follows.

4. I understand that applicants cannot be notified of the results of this board until final approval is received from DPA-EPS. All board packets, to include board notes and score sheets will be returned to DPA-EPS within 48 hours of the conclusion of the board.

BOARD PRESIDENT SIGNATURE
BOARD PRESIDENT
SIGNATURE BLOCK